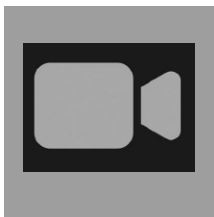




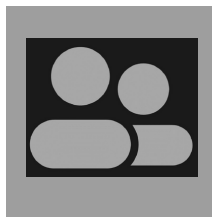
A PARTICIPANTS GUIDE TO zoom

Exercise 1. Match the words with the icons. Briefly describe the function of each ZOOM toggle.

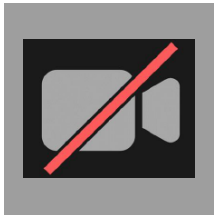
Whiteboard Stop video Raise hand Mute Participants Reactions
Chat Start video Unmute Speaker view Share screen Gallery view



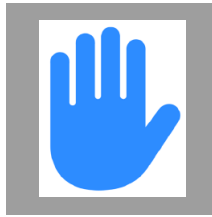
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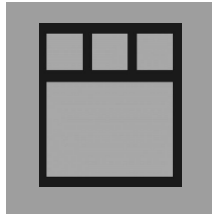
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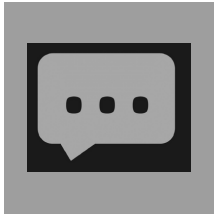
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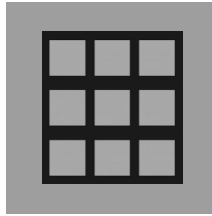
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Based on the video: <https://www.youtube.com/watch?v=kxQ9r37oXpQ>



A PARTICIPANTS GUIDE TO **zoom**

Exercise 2. Before watching the video *A participants guide to ZOOM* fill in the gaps 1-8 with the words from *exercise 1*.

1. You can _____ or _____ yourself by clicking the microphone icon.
2. You can _____ or _____ by clicking the camera icon.
3. Within the participants window you can _____ and get the attention of your host.
4. In _____ you can view the text conversation of the entire meeting or talk directly with another participant.
5. When you _____ you will be able to select your desktop or window that you want to show.
6. _____ allow you to use emoticons to applaud or support the speaker.
7. _____ enlarges the person speaking and shows other participants at the top of the screen.
8. _____ shows all participants in evenly sized squares on a grid.

Exercise 3. Watch the video again and decide if the sentences 1-8 are true or false. Correct any false sentences.

1. ZOOM is a free videoconference platform.
2. You can download the ZOOM application from *zoom.com* website.
3. To join the meeting you need to send a link to the host.
4. By clicking the microphone icon you can mute and unmute yourself, and also change the microphone.
5. You can change your virtual background by clicking the camera icon.
6. To talk to other participants on a mobile app you must click a chat icon.
7. You can only record the meeting if the host enables this function.
8. You need to click the view option to switch between speaker and gallery view on a mobile app.



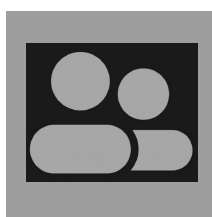
A PARTICIPANTS GUIDE TO zoom

Exercise 1. Match the words with the icons. Briefly describe the function of each ZOOM toggle.

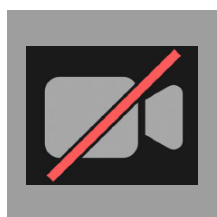
Whiteboard Stop video Raise hand Mute Participants Reactions
Chat Start video Unmute Speaker view Share screen Gallery view



Start video



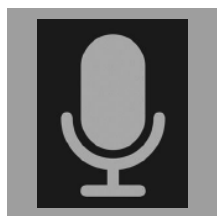
Participants



Stop video



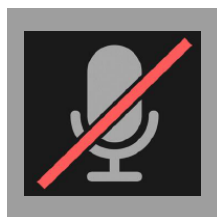
Raise hand



Unmute



Share screen



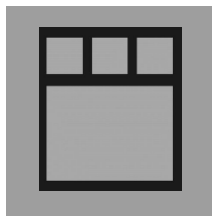
Mute



Whiteboard



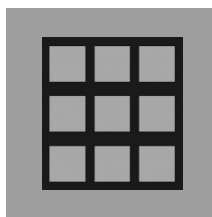
Reactions



Speaker view



Chat



Gallery view

Based on the video: <https://www.youtube.com/watch?v=kxQ9r37oXpQ>



A PARTICIPANTS GUIDE TO **zoom**

Exercise 2. Before watching the video *A participants guide to ZOOM* fill in the gaps 1-8 with the words from *exercise 1*.

1. You can mute or unmute yourself by clicking the microphone icon.
2. You can start video or stop video by clicking the camera icon.
3. Within the participants window you can raise hand and get the attention of your host.
4. In chat you can view the text conversation of the entire meeting or talk directly with another participant.
5. When you share screen you will be able to select your desktop or window that you want to show.
6. Reactions allow you to use emoticons to applaud or support the speaker.
7. Speaker view enlarges the person speaking and shows other participants at the top of the screen.
8. Gallery view shows all participants in evenly sized squares on a grid.

Exercise 3. Watch the video again and decide if the sentences 1-8 are true or false. Correct any false sentences.

1. ZOOM is a free videoconference platform. **True**
2. You can download the ZOOM application from *zoom.us* website. **False**
3. To join the meeting you need to **click** a link **from** the host. **False**
4. By clicking the microphone icon you can mute and unmute yourself, and also change the microphone. **True**
5. You can change your virtual background by clicking the camera icon. **True**
6. To talk to other participants on a mobile app you must click a **participants** icon. **False**
7. You can only record the meeting if the host enables this function. **True**
8. You need to **swipe the screen** to switch between speaker and gallery view on a mobile app. **False**